**KAVITA BIRBAL**

**RESUME**

**ADDRESS**: #128 Warren Road Bejucal

**TELEPHONE**: +1-868-318-8819 / EMAIL: kavitabirbal@hotmail.com

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**OCCUPATIONAL GOAL:**

To gain professional exposure in an organization so that I can develop and apply my knowledge and skills; this would ultimately enhance the company I become part off.

**PROFILE:**

First year undergraduate student at The University of the West Indies, St Augustine, who is Outgoing and detail-oriented, I am proficient at building and maintaining professional relationships. Have 8 CSEC and 8 CAPE passes.

**WORK/PROFESSIONAL EXPERIENCE:**

**2016-2017: Sixth Formers Association Services**

* Tutor children in support classes

**EDUCATIONAL QUALIFICATIONS:**

**2010- 2015 Saraswati Girls’ Hindu College (C.S.E.C.) GRADE**

* Mathematics 1
* English A 1
* Economics 1
* Principles of Business 1
* Principles of Accounts 1
* Integrated Science 1
* Spanish 2
* Social Studies 2

**2015- 2017 Saraswati Girls’ Hindu College (C.A.P.E.) GRADE**

* Caribbean Studies 1
* Management of Business (Unit 1) 1
* Economics (Unit 1) 2
* Pure Mathematics (Unit 1) 2
* Communication Studies 2
* Economics (Unit 2) 1
* Management of Business (Unit 2) 1
* Pure Mathematics (Unit 2) 2

**CERTIFICATE COURSES:**

* Mehindi Art

**AFFILIATIONS**

* Sixth Formers Association Services
* Warren Road Shiv Mandir
* Bejucal Village council

**SKILLS:**

* Public Speaking
* Computer Literacy
* Computer Literate
* Decision making
* Leadership
* Conflict resolution
* Multitasking
* Prioritizing
* Interpersonal skills
* Dependability

**INTEREST AND HOBBIES**

* Yoga
* Volunteerism (Tutoring/Mentoring)
* Wellness/Fitness (Zumba)
* Mehindi Art
* Charity drives
* Choir singing
* Painting
* Jewellery making
* Craft designing
* Art works

**NATIONAL SERVICE HOURS: 250 Average Hours (2010 – 2018)**

**REFERENCES**

1. **Kassie Seetaram**

B.Sc Social Work

Sixth Formers Association Services

1-686-778-0964

1. **Mr. Videsh Mohan**

Manager – Homeland Security

Phone Number – 1-868-754-4072

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Date: 07 April 2018

To whom it may concern

Dear Sir/Madam;

I am applying for a position within your organization for a position which best suits my qualifications.

Currently I am pursuing my Bachelor Degree in Criminology and Criminal Justice at the University of the West Indies. My main objective is to gain work related experience which would enhance my employability skills. A position in your organization would offer a stimulating environment which would ensure professional growth, ultimately making me a valuable asset to your company.

Through pervious experiences I have developed effect leadership qualities and learnt how to efficiently work as a committed team member. Honest, professionalism, hard work and dedication are some of my core values which would undoubtedly effect positive changes in your organization.

I have attached a copy of my resume. I will be available for an interview at any time convenient to you. Thank you in advance for your time and consideration.

Yours faithfully,

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